

# National Advisory Council for Office Support Professionals

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## NACOSP Mission and Goal

The mission of the National Advisory Council for Office Support Professionals (formerly NASC) is to serve the Agricultural Research Service Administrator and management in an advisory capacity on new initiatives which impact employees across the Agency, and to enhance the office support profession through training, mentoring, and recognition.

Our goal is to ensure that ARS has highly skilled professionals working in partnership with management to meet the secretarial and administrative needs of the Agency in the future.

## NACOSP Objectives

The objectives of the Council include:

- ★ Improving communication, awareness, and skills among office support professionals and strengthening programs and opportunities for their career development.
- ★ Providing advice and recommendations on Agency-wide policies and programs related to the employment, development, and advancement of office support professionals.
- ★ Improving recognition of the office support profession and promoting professionalism within the occupation.
- ★ Assisting in the development and presentation of required and appropriate training and mentoring for office support professionals.
- ★ Serving as a sounding board for the ARS Administrator and management on new initiatives which impact employees across the Agency, such as testing and implementing new software packages, automating administrative processes, and changing procedures.

Current Members of the Council are:

Brenda Aysenne, MSA  
 Barbie Ballengee, PWA  
 Sherri Buxton, MWA  
 Louise Dalton, NPA  
 Brenda Elston, HQ  
 Stephanie Lively, NAA  
 Sheila Messineo, BA  
 Olivia Pedraza, SPA  
 Iris Rosa, HQ  
 Jannette Shuford-Reeves, NAL  
 Sabrina Whitley-Ferrell, SAA  
 Cathy Lonaberger, OA  
 Toni Walls, HRD

\*The Headquarters Council includes Office of the Administrator, Administrative and Financial Management, and National Program Staff.

NATIONAL ADVISORY COUNCIL FOR OFFICE SUPPORT PROFESSIONALS  
(NACOSP)

**BACKGROUND**

In November 1992, a Secretarial Review Task Group was established for the Agricultural Research Service (ARS) by Jane Giles, Deputy Administrator for Administrative Management, in her former role as Personnel Director. The purpose of this Task Group was to review the current secretarial structure within ARS to identify key functions secretaries should or could perform in support of the ARS mission, and to identify suitable incentives (i.e., awards, retention bonuses, etc.) which could be used to reward high-level performance.

In establishing this Task Group, each Area, Administrative Management, and the National Program Staff were asked to designate a secretary to serve as their representative. In addition, two Personnel Division employees were assigned to serve on or facilitate this study. The members of this Task Group were:

Kay Carr, SAA  
Carmela Carrick, NPS  
Libby Fouse, PWA  
Bonnie Ingram, MWA  
Angela Marchetti, AM  
Elaine McGuire, BA  
Betty Sigler, NPA  
Joyce Smith, NAA  
Anne Steele, SPA  
Genevieve Swartzberg, MSA  
Sandy Thomas, PD  
Cecelia Stortzum, PD

The role of the secretaries serving on this Task Group was to:

1. Learn how secretarial positions are classified in the Federal Government.
2. Collect position descriptions from other organizations to assess how their secretarial positions function and identify "key" functions being performed which should be incorporated in ARS secretarial positions.
3. Visit other organizations to learn what their secretaries are responsible for performing.
4. Identify incentives available to recognize the skill and level of knowledge of ARS secretaries.
5. Share the results of the fact-finding with the other Task Group members and participate in preparing the final report of the Task Group addressing the findings and providing recommendations for needed change.

The National Secretarial Advisory Council (NSAC) was formed in accordance with Dr. E.E. Finney's memorandum of April 1, 1994, entitled "Recommendations of the Secretarial Review Task Group."